

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

22

December 7, 2004

FROM: JERRY L. HARPER, Chief Probation Officer
Probation Department

SUBJECT: CLASSIFICATION ACTIONS FOR PROBATION MEDICAL SERVICES

RECOMMENDATIONS:

1. Authorize the addition of three new positions classified to Clinic Assistant, Technical and Inspection Unit, R25 (\$22,318 – \$28,517).
2. Authorize the addition of nine new positions classified to Licensed Vocational Nurse-Corrections, Technical and Inspection Unit, R40 (\$32,178 – \$41,101).
3. Authorize the addition of two new positions classified to Institutional Nurse II – Probation, Nurses Unit, RNPF (\$55,453 – \$69,576).
4. Approve reclassification of positions #75049 and #77225, Institutional Nurse II – Probation, Nurses Unit, RNPF (\$55,452 – 69,576), to Supervising Institutional Nurse – Probation, Supervisory Unit, RNPH (\$59,238 – 74,443).
5. Establish classification of Probation Health Services Manager, Management Unit, R72 (\$70,408– \$90,022), as a Minute Order Amendment to the Salary Ordinance.
6. Approve reclassification of position #00593, Supervising Institutional Nurse – Probation, Supervisory Unit, RNPH (\$59,238 – 74,443), to Probation Health Services Manager, Management Unit, R72 (\$70,408 – \$90,022).
7. Direct the Clerk of the Board to amend the County Conflict of Interest Code, List of Designated Employees for the Probation Department, as follows:

Add the classification of Probation Health Services Manager in Disclosure Category 2

BACKGROUND INFORMATION: The State of California requires that nursing services be provided for minors housed in a juvenile detention or treatment facility 24 hours a day, 7 days a week (California Code of Regulations, Title 15, Article 8). Currently, the Probation Department is providing these services through the classifications of Institutional Nurse I and II.

With the recent expansion of the West Valley Juvenile Detention and Assessment Center in January 2003 and the opening of the High Desert Juvenile Detention and Assessment Center in September 2004, the number of nurses employed by the Probation Department has increased with the County's expansion of juvenile detention and treatment capacity.

The Department currently has 19 Institutional Nurse I's, 2 Institutional Nurse II's, 3 Per Diem Registered Nurses and 1 Supervising Nurse, who provide 24/7 services for approximately 500 minors housed at the West Valley, High Desert, and Central Valley Juvenile Detention and Assessment Centers; and the Regional Youth Educational Facilities (Boys and Girls) and Camp Heart Bar treatment facilities.

Page 1 of 2

Record of Action of the Board of Supervisors

22

**BOARD OF SUPERVISORS
CLASSIFICATION ACTIONS AND APPROPRIATION INCREASES FOR MEDICAL SERVICES**

December 7, 2004

Page 2 of 2

22

Probation has been unable to meet many of the Title 15 requirements in the detention and treatment facilities due to the current staffing matrix. During the FY 2004-05 budget hearings, however, the County Administrative Office earmarked \$781,377 for Probation medical services. In consultation with Arrowhead Regional Medical Center (ARMC), the Department developed a staffing plan to improve juvenile medical services and decrease liability in these facilities by increasing the number of nursing positions, improving supervision, and filling vacancies.

On November 2, 2004 the Board of Supervisors increased appropriations in the Probation Department FY 2004-05 budget in the amount of \$730,000, to accommodate the 14.0 positions detailed above. Restructuring the provision of medical services at the juvenile institutions and treatment facilities will ensure compliance with Title 15, timely administration of medication by qualified professionals, and proper follow-up on disease management. The Department will also be able to implement quality assurance reviews, cost containment procedures, and reduce liability from errors that may occur during overtime and stressful periods.

Approval of Recommendation No. 1 would allow for medical personnel to perform lower level duties that don't require the professional expertise of a Registered Nurse. Approval of Recommendation No. 2 would increase staffing for medication management and clinics, as well as other general nursing preparation and follow up. Approval of Recommendation No. 3 would improve case management of medically fragile minors, management of communicable diseases in the institution, and health education of minors as required by Title 15. Approval of Recommendation No. 4 provides consistency in supervision and training of medical staff at their respective sites, based on a classification review conducted by Human Resources.

Approval of Recommendation No.'s 5 & 6 would establish and fill a nursing management position with direct oversight of the medical services division, including six (6) probation facilities. Duties of this position include nursing policies, medical contracts, and coordination with ARMC, Public Health, and Behavioral Health.

Fair Labor Standards Act (FLSA) status of new class: Exempt

REVIEW BY OTHERS: This item has been reviewed and approved as to legal form by County Counsel (Jean-Rene Basle, 387-5477, Deputy County Counsel and Dawn Stafford, 387-5471, Deputy County Counsel) on November 17, 2004. This item has also been reviewed by Human Resources (Diane Ure, 387-5571, Human Resources Division Chief) on November 29, 2004; ARMC (June Griffith-Collison, 580-6160, Acting Director) on November 29, 2004; and the County Administrative Office (Laurie Rozko, 387-8997, Administrative Analyst) on November 23, 2004.

FINANCIAL IMPACT: There is no additional local cost impact related to this item. Funding for these classification actions, in the annual amount of \$730,000, was approved by the Board on November 2 as a mid-year budget adjustment.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the Department's recommendations to provide additional staffing to improve juvenile medical services to meet the requirements of Title 15.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: George Post, Deputy Chief Probation Officer, 387-5854

22